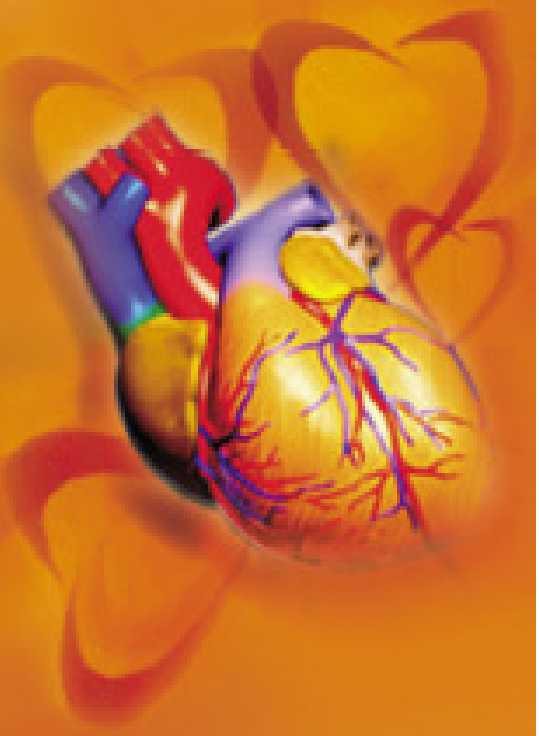


National Cardiovascular Disease Database (NCVD)

Acute Coronary Syndrome (ACS) Registry

Percutaneous Coronary Intervention (PCI) Registry

Web Application User Manual

CRC
MINISTRY OF HEALTH MALAYSIA
Research that matters to patients

NCVD Web Application Modules

Online Data Access and Remote Data Capture

Each SDP is given the rights to access their own data and enter data remotely at their site via the eNCVD Web Application. Depending on its rights, each SDP may access one or more of the following eNCVD web application:

- Acute Coronary Syndrome (ACS) Registry
- Percutaneous Coronary Intervention (PCI) Registry

Real-time Report

Reports are generated on a real-time basis based on data entered via the online data access and remote data capture module.

Data Standard

These documents contain the definition of all variables collected in the NCVD registries.

Maintenance

This module allows user to change their password. Users are responsible for changing their password every time it expires.

Security

Each authorised user is required to read through, understand, and sign the Security Policy for NCVD Web Application before being authorised to access the application. This is to ensure that users play an active role in ensuring security of data at their level.

You need to inform the NCVD RCC **immediately** if:

1. You change your mobile phone number
2. You lost/ forgot your password and username
3. You are no longer involved in the NCVD
4. You have a change of responsibility or task in the NCVD
5. You are transferred to a different hospital
6. You are transferred to another NCVD-participating hospital

How to access the eNCVD web application

Register your centre as a Source Data Provider (SDP) with the NCVD Management.
Two forms need to be filled in: *1. Authorisation List, 2. Security Policy*

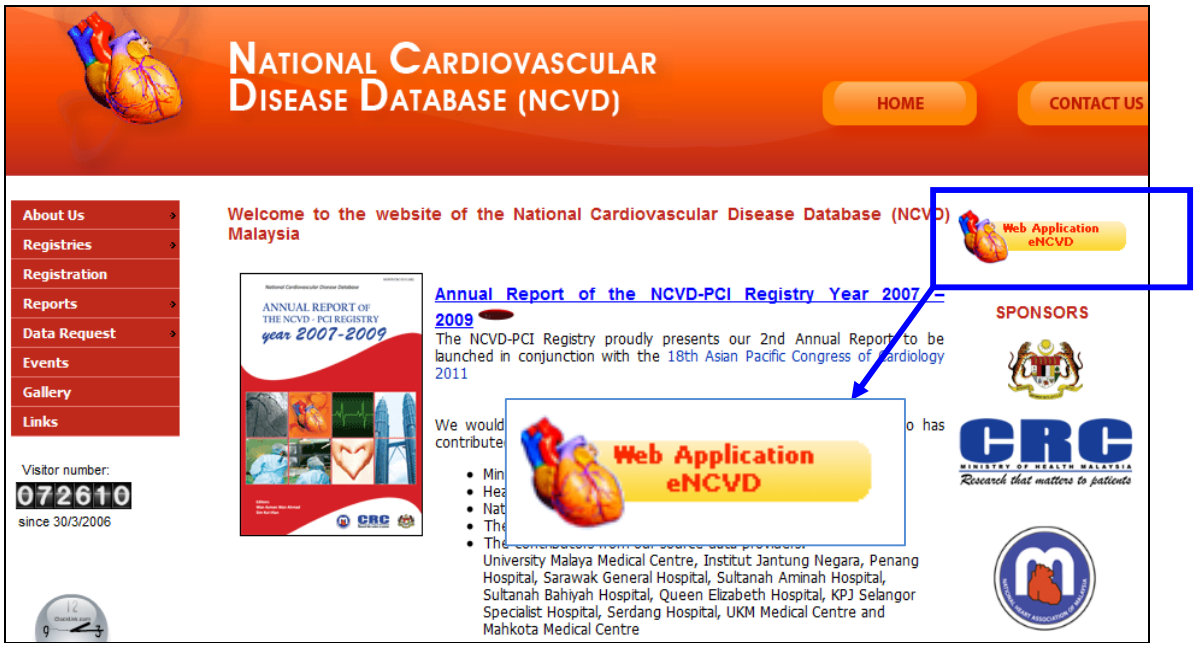
Fill in the **Authorisation List** form for the purpose of access control and individually sign the **Security Policy** form to receive your username and password.

Access control

Only authorised users, for authorised purposes, can gain access to the system. Depending on the assigned role, different roles have different access rights to the web application; i.e. some user may be able to view data only without the ability to edit the data.

Access the NCVD website at **www.acrm.org.my/ncvd**
The NCVD homepage will be displayed as shown in Figure 1.0

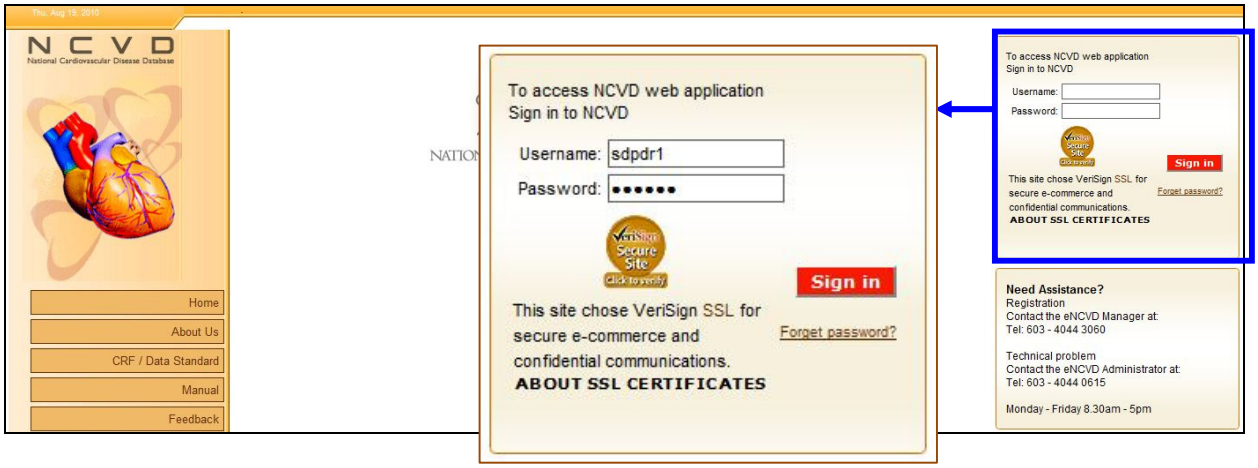
Figure 1.0 Homepage of the National Cardiovascular Disease Database (NCVD)


NATIONAL CARDIOVASCULAR DISEASE DATABASE (NCVD)
HOME
CONTACT US
About Us
Registries
Registration
Reports
Data Request
Events
Gallery
Links
Visitor number:
072610
since 30/3/2006
Welcome to the website of the National Cardiovascular Disease Database (NCVD) Malaysia
Web Application eNCVD
SPONSORS
Annual Report of the NCVD-PCI Registry Year 2007 – 2009
The NCVD-PCI Registry proudly presents our 2nd Annual Report to be launched in conjunction with the 18th Asian Pacific Congress of Cardiology 2011
Web Application eNCVD
University Malaya Medical Centre, Institut Jantung Negara, Penang Hospital, Sarawak General Hospital, Sultanah Aminah Hospital, Sultanah Bahiyah Hospital, Queen Elizabeth Hospital, KPJ Selangor Specialist Hospital, Serdang Hospital, UKM Medical Centre and Mahkota Medical Centre

Click on

and the eNCVD welcome page will be displayed as shown in Figure 1.1

Figure 1.1 eNCVD welcome page



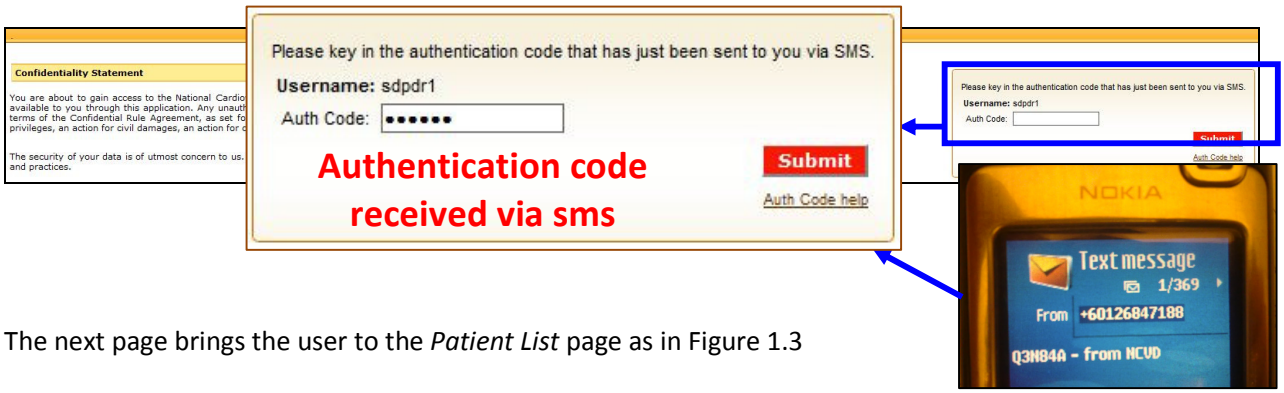
To access the eNCVD web application, key in your **username** and **password** in the designated column and click on '**Sign in**' button.
(Note: You are required to change your password every 3 months for security reasons)

User authentication

There are two levels of user's authentication. After user logs in using username and password, an SMS containing authentication code will be sent to user's mobile phone. User then types in the authentication code given in the designated box displayed on **Confidentiality Statement** page as shown in Figure 1.2
(Note: The password sent via SMS will be different for each new log in)

Alternatively, for SDP users with poor phone line reception, type the fixed password (given to you by the NCVD RCC, by request) in the authentication page.

Figure 1.2 Confidentiality Statement page

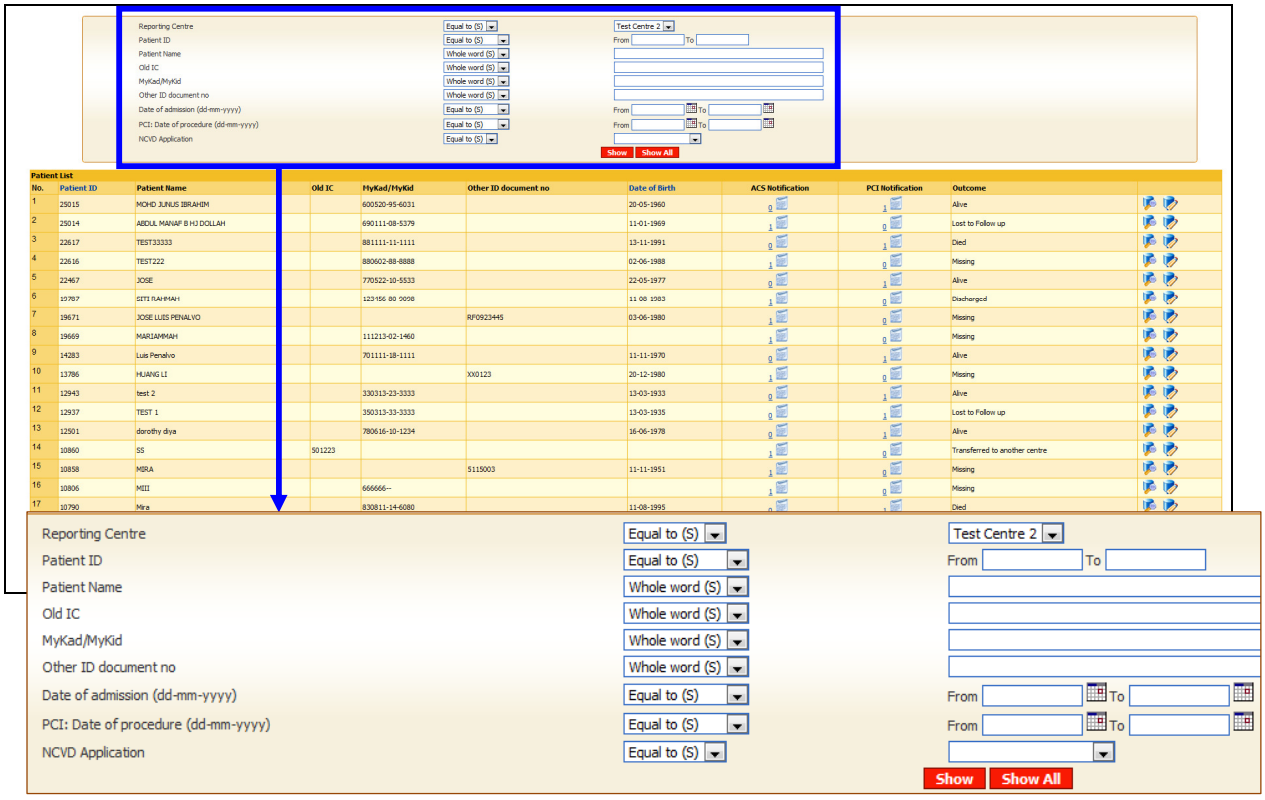


The next page brings the user to the *Patient List* page as in Figure 1.3

Patient List

Patient list shows all of the patients *registered by your centre*, in a descending order (recently entered patient will be top of the list). Column 'Reporting Centre' should show your centre's name.

Figure 1.3 Patient List page



Reporting Centre

Name of Source Data Provider (SDP)/ Hospital where the patient is admitted.

Patient ID (Pt ID)

ID which is uniquely given to each patient registered in the registry web.

Patient Name

Please enter patient's full name with the correct spelling in capital letters.

Old IC

In the event that patient doesn't have MyKad, please enter patient's Old IC.

MyKad/MyKid

Crucial to enter patient's MyKad as this is the useful criteria used for patient verification.

Other ID document no.

In the event that patient doesn't have MyKad or Old IC, please select Other ID Document No. Please specify the type of document from the drop-down box provided (Registration Number, Passport, Birth Certificate, Mother's I/C, Father's I/C, Armed Force ID, Work Permit #, Date of Birth, Lab Number, Patient ID, Others)

Date of Admission

Date patient is admitted to hospital in dd-mm-yyyy format.

PCI: Date of Procedure

For patients who had undergone PCI, Date of PCI Procedure in dd-mm-yyyy format.

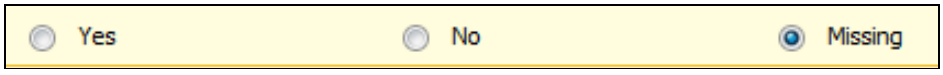
NCVD Application

User is able to filter patient based on record in ACS or PCI or both.

General Information

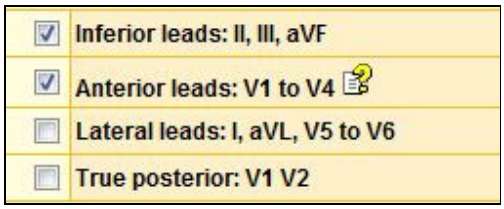
Radio buttons

Radio buttons are used for data that requires selection of **only one** pre-defined value, as shown below. The default value for all radio buttons is assigned to 'Missing' unless user chooses otherwise (except fields that are specified otherwise).



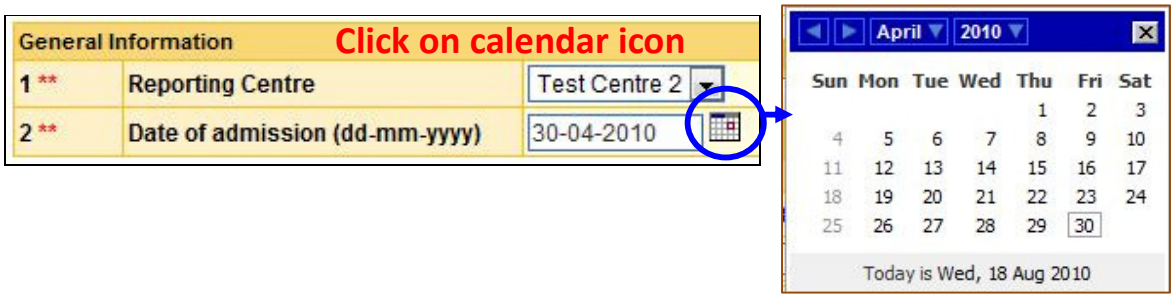
Check box

Check box is used for data field which has either **Yes or No values**, as shown below. The default value for all check boxes is set to *Unchecked* unless user chooses otherwise.



Date Picker

To prevent user from entering invalid dates, you are to pick a date from the date picker (located next to every date field). If you click on the calendar icon, a calendar will pop up for you to select the respective date. Alternatively, you can also enter the data manually in the text box provided.



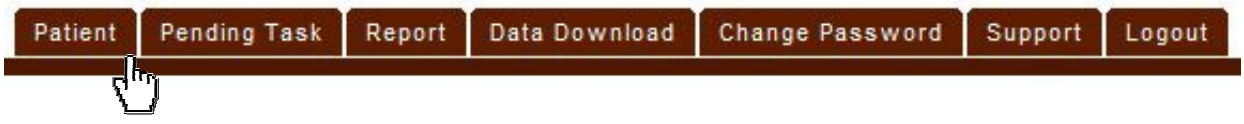
Buttons

Each icon represents different functions as defined in Appendix.
(Note: Please refer to Icons & Functions)

Navigation toolbar

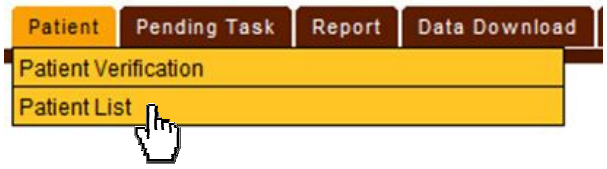
There are **7 navigation items** in the toolbar on top of each page, where the user could click to do a specific task. These include:

i. Patient
ii. Pending Task
iii. Report
iv. Data Download *(limited access)*
v. Change Password
vi. Support
vii. Logout



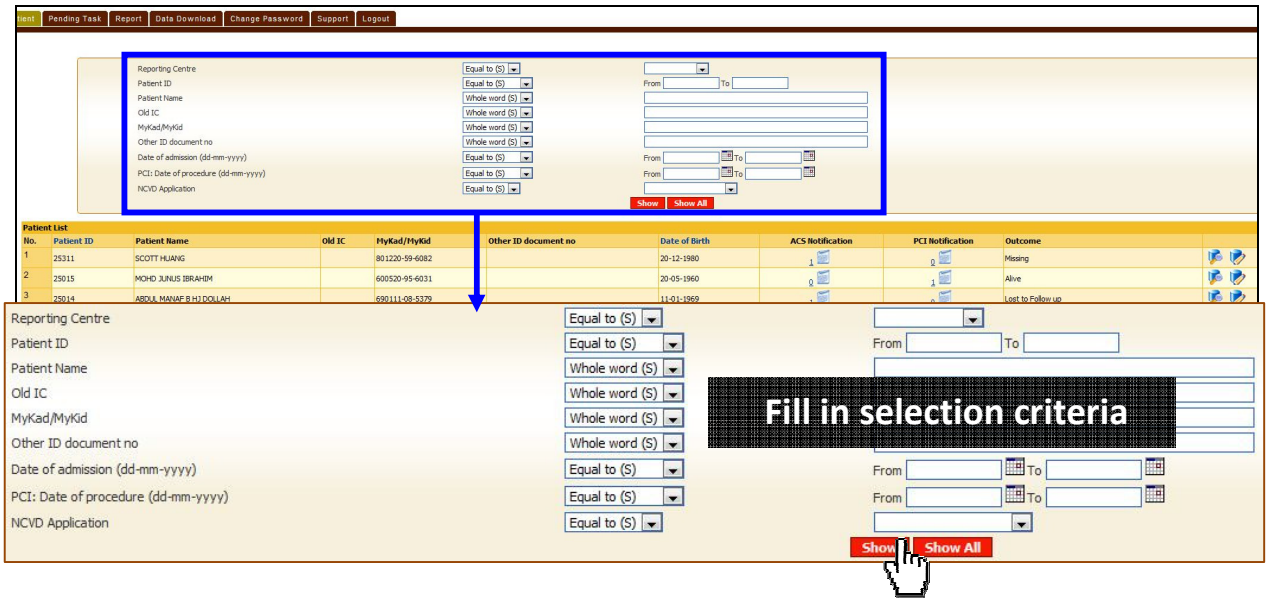
Patient

This tab can be used to search/ view patient list and add/ register patient. When cursor is placed on the 'Patient' tab, dropdown menu is shown as below:



a. View Patient *(Patient List)*

To **VIEW** a patient who has been registered in the database, select 'Patient List' under the 'Patient' tab. Search patient by filling in the selection criteria and click on 'Show' button as shown below:



b. Register Patient *(Patient Verification)*

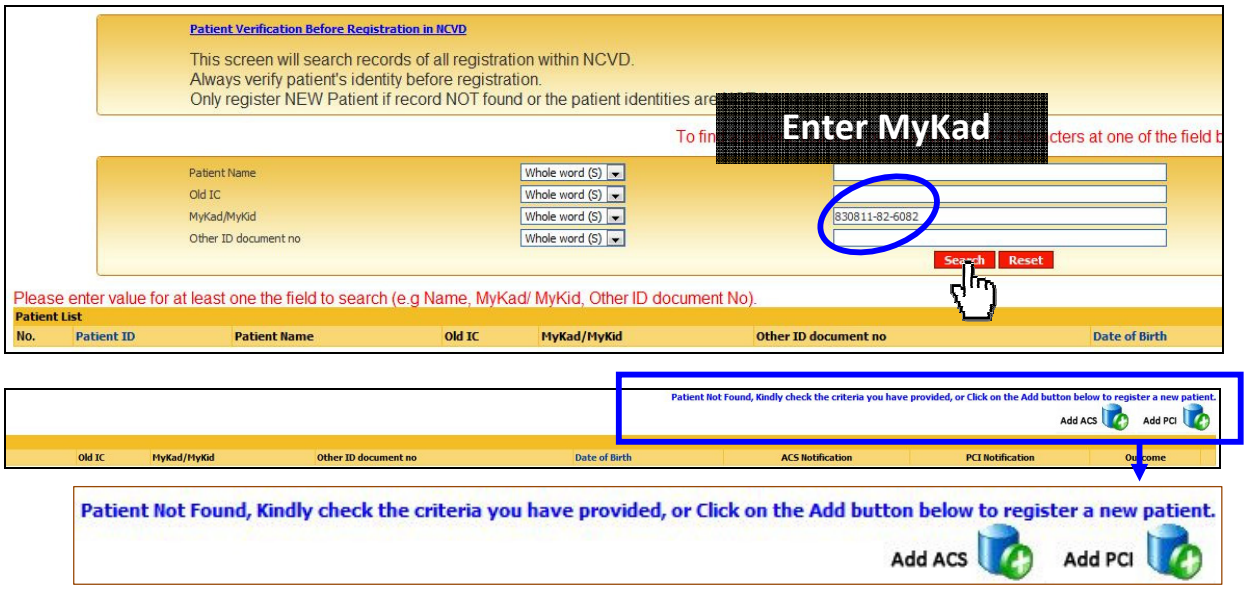
To **REGISTER** a new patient, select 'Patient Verification' under the 'Patient' tab. Before registering a patient, please verify that the patient has not been registered in the system before. Below is how you do it:

*(Note: This is an important step - to avoid any **duplication** of patient or notification)*

1. Click on 'Patient Verification' under the 'Patient' tab as shown below:

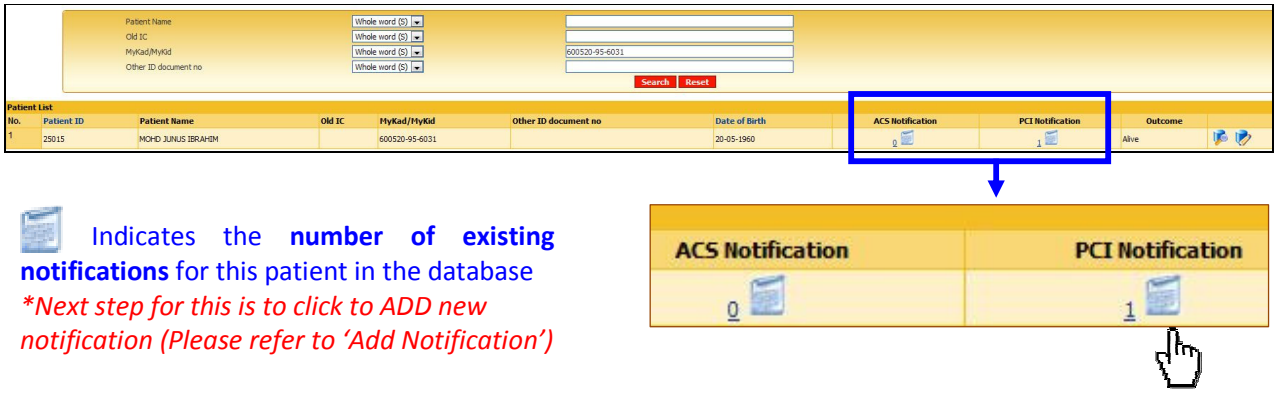
2. **SEARCH** patient by entering their MyKad and click on 'Show' button

**This search function will search patients from your centre as well as patients that has been registered in the entire registry from other centres*


Patient Verification Before Registration in NCVD
This screen will search records of all registration within NCVD.
Always verify patient's identity before registration.
Only register NEW Patient if record NOT found or the patient identities are
Enter MyKad
Patient Name
Old IC
MyKad/MyKid
Other ID document no
Whole word (S)
830811-82-6082
Search
Reset
Please enter value for at least one the field to search (e.g Name, MyKad/ MyKid, Other ID document No).
Patient List
No.
Patient ID
Patient Name
Old IC
MyKad/MyKid
Other ID document no
Date of Birth
Patient Not Found, Kindly check the criteria you have provided, or Click on the Add button below to register a new patient.
Add ACS
Add PCI
ACS Notification
PCI Notification
Outcome

3. *"Patient Not Found, Kindly check the criteria you have provided…"* – means patient is not registered in the system for ACS or PCI. This is where you register/add notification for ACS or PCI by clicking on the button. Fill in accordingly by sections and click on 'Save'.

4. For **existing patients**, it will be listed as below:



Indicates the **number of existing notifications** for this patient in the database

**Next step for this is to click to ADD new notification (Please refer to 'Add Notification')*

5. However, ability to *view/edit* differs by user, depending on the access given:

- For user with **access to ACS ONLY**: can view/edit ACS, but will not be able to click on PCI notification (dimmed)

ACS Notification	PCI Notification	Outcome
1	0	Discharged: 20-08-2010
1	0	
1	0	Lost to Follow up: 05-05-2010

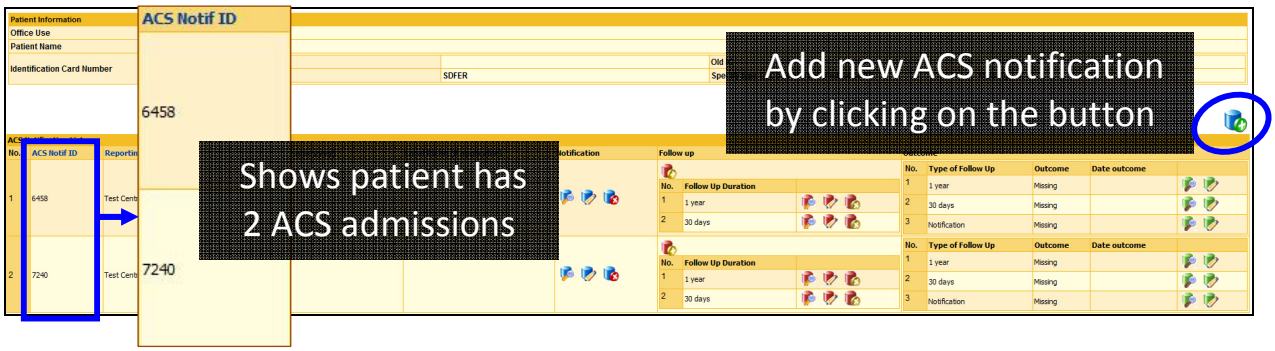
- For user with **access to PCI ONLY**: can view/edit PCI, but will not be able to click on ACS notification (dimmed)

ACS Notification	PCI Notification	Outcome
0	1	Died: 28-07-2010
1	1	Transferred to another centre: 20-08-2010
1	1	Died: 02-03-2010

- For user with access to **BOTH** applications: can view/edit for both

ACS Notification	PCI Notification	Outcome
1	0	Discharged: 20-08-2010
1	0	
0	1	Died: 28-07-2010
1	0	Lost to Follow up: 05-05-2010
1	1	Transferred to another centre: 20-08-2010

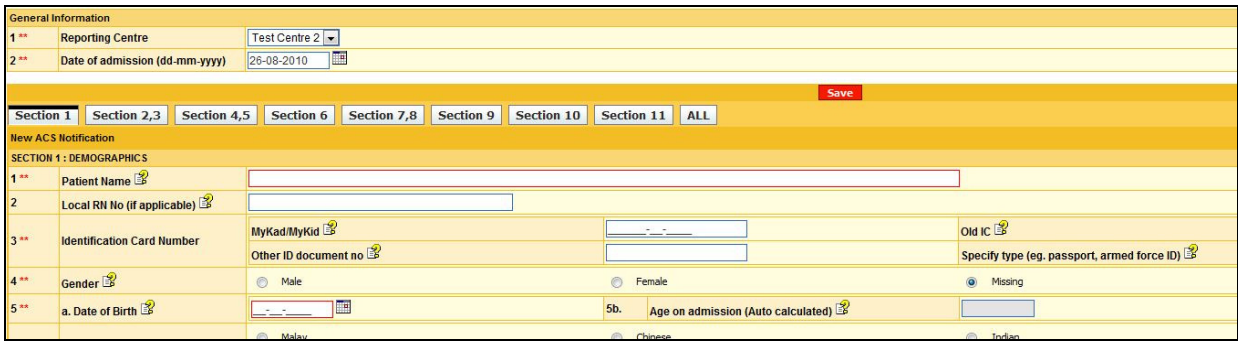
6. To **ENTER DATA**, select the appropriate application (ACS or PCI), click on notification . To add new notification click on . Same steps apply for both ACS and PCI.



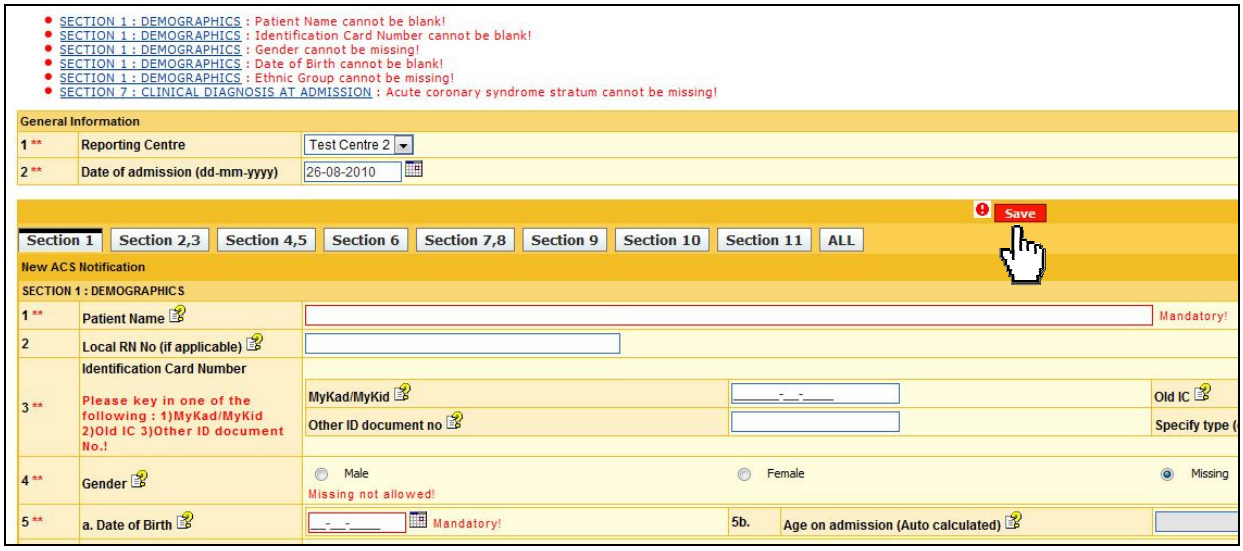
(vice versa for PCI)

7. Enter data accordingly and click on 'Save' button once completed

*(Note: For existing patient, Section 1 is prefilled based on their previous admission. To edit Section 1, please refer to **c. Edit Patient Demographics**)*

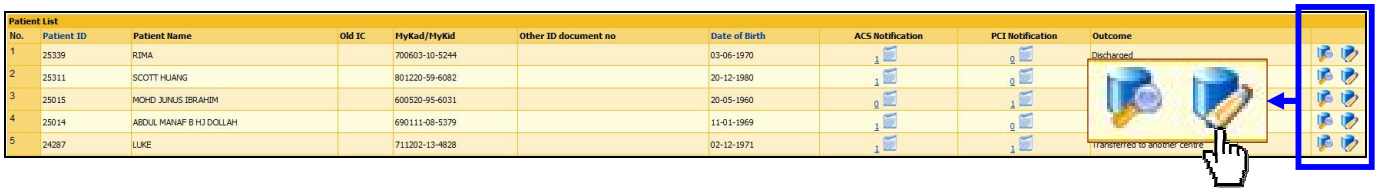


*Fields marked with ***asterisk** are mandatory to be filled in. Failed to do so, user **won't be able to save the data**. System will prompt user as shown below:*

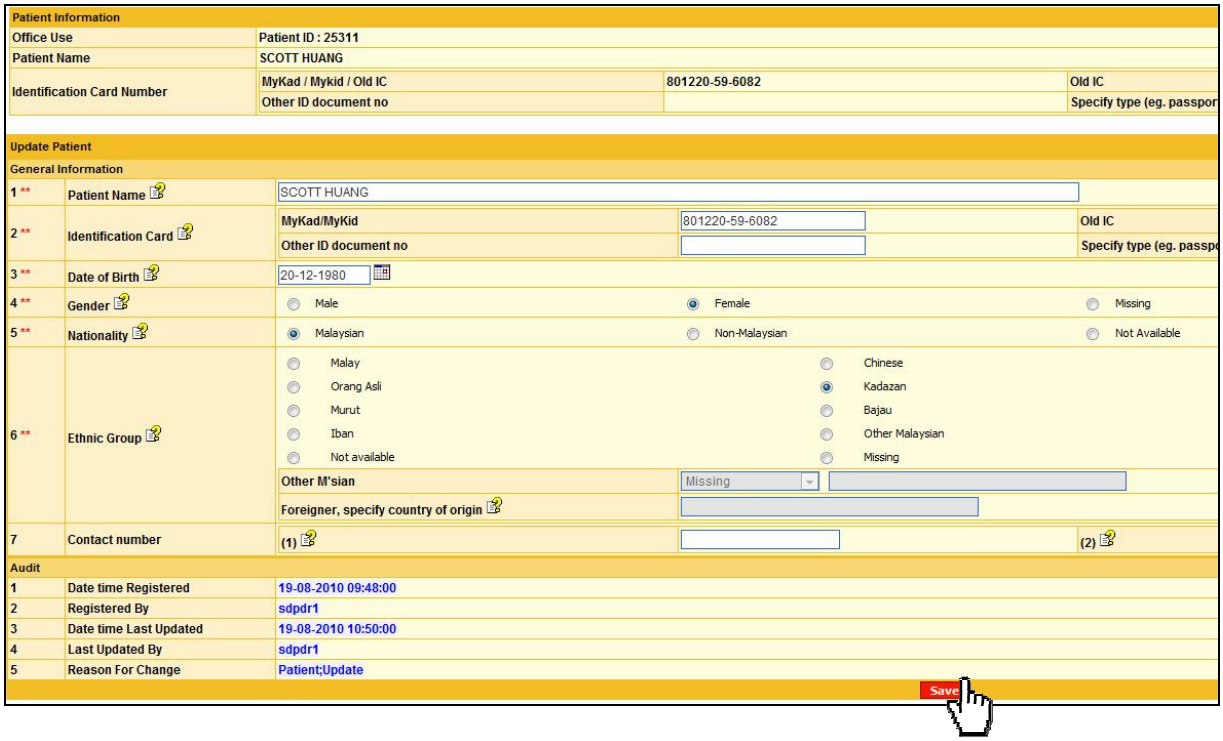

SECTION 1 : DEMOGRAPHICS : Patient Name cannot be blank!
SECTION 1 : DEMOGRAPHICS : Identification Card Number cannot be blank!
SECTION 1 : DEMOGRAPHICS : Gender cannot be missing!
SECTION 1 : DEMOGRAPHICS : Date of Birth cannot be blank!
SECTION 1 : DEMOGRAPHICS : Ethnic Group cannot be missing!
SECTION 7 : CLINICAL DIAGNOSIS AT ADMISSION : Acute coronary syndrome stratum cannot be missing!
General Information
1 ** Reporting Centre
Test Centre 2
2 ** Date of admission (dd-mm-yyyy)
26-08-2010
Save
Section 1
Section 2,3
Section 4,5
Section 6
Section 7,8
Section 9
Section 10
Section 11
ALL
New ACS Notification
SECTION 1 : DEMOGRAPHICS
1 ** Patient Name
Mandatory!
2 Local RN No (if applicable)
3 ** Identification Card Number
Please key in one of the following : 1)MyKad/MyKid 2)Old IC 3)Other ID document No.!
MyKad/MyKid
Old IC
Other ID document no
4 ** Gender
Male
Female
Missing
Missing not allowed!
5 ** a. Date of Birth
Mandatory!
5b.
Age on admission (Auto calculated)

c. Edit Patient Demographics (Section 1)

1. To edit **Section 1 Demographics**, click on icon *(Patient List).*

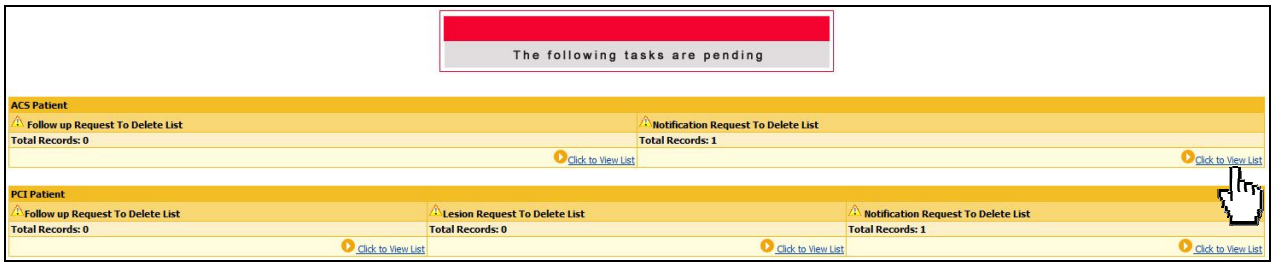


2. Update/ edit where necessary and click on ‘Save’ button once completed



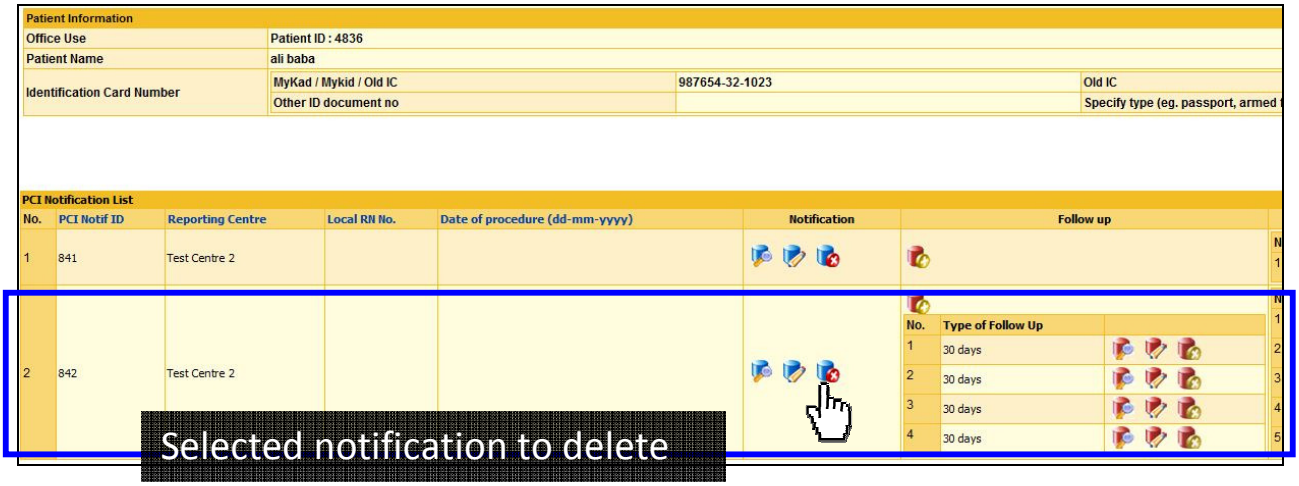
Request to Delete

User can request to delete their entry if they’ve mistakenly duplicated the patient’s data. Click on ‘Request Delete’ and you will see the summary page of requests to delete by your centre. Page will list *‘Total records’* of requests to delete by applications (ACS or PCI patients) and forms (notifications, follow ups). Click on ‘Click to View List’ to see the full list

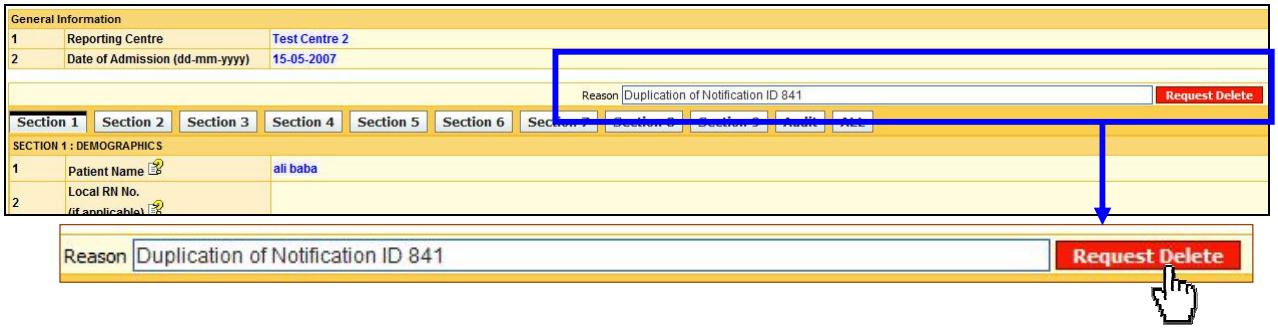


a. Request to Delete Notification

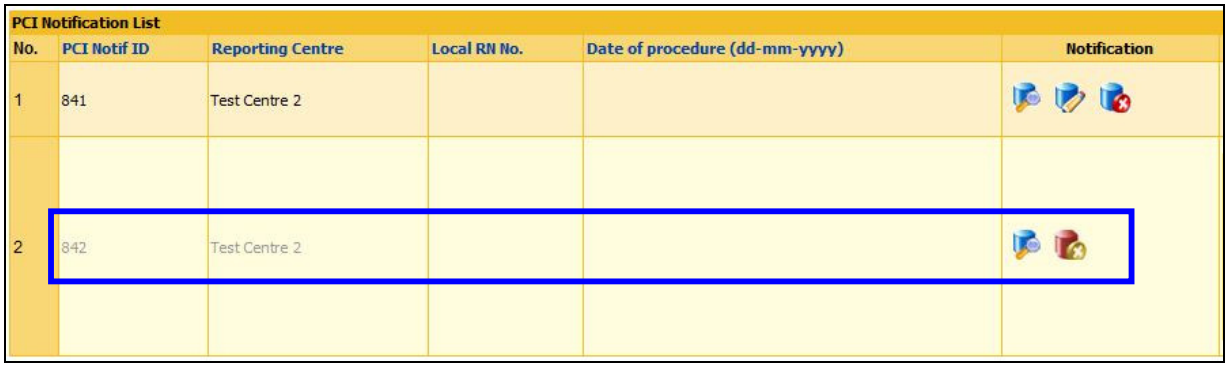
1. To request delete notification, simply click on for the **specified notification ID**



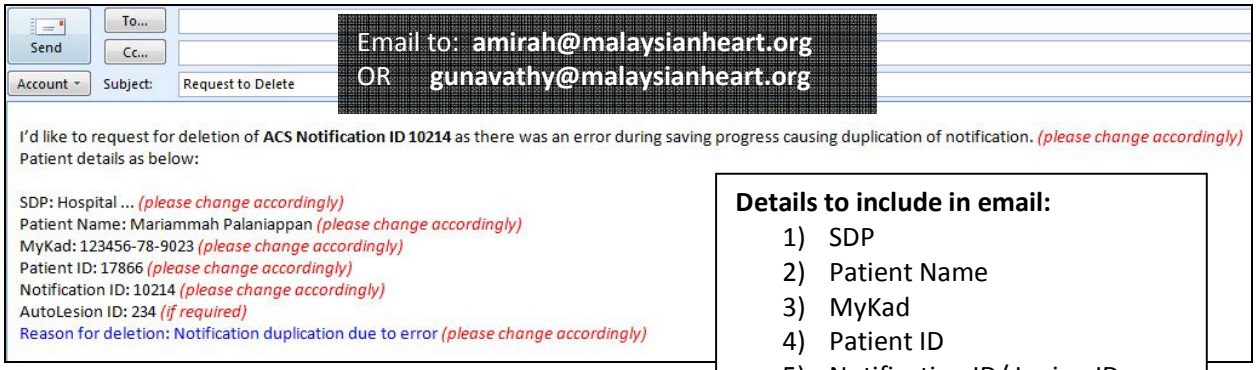
2. Check if this is the notification that you want to delete. State your ***reason*** for request delete in the designated box. Click on 'Request Delete' button



3. Next page will show the specific notification in *faded font* to indicate that this notification has been requested to be deleted. Once requested to delete, the 'Update' icon will not be available



4. Send email to the NCVD RCC for documentation purpose. Standard email as below:

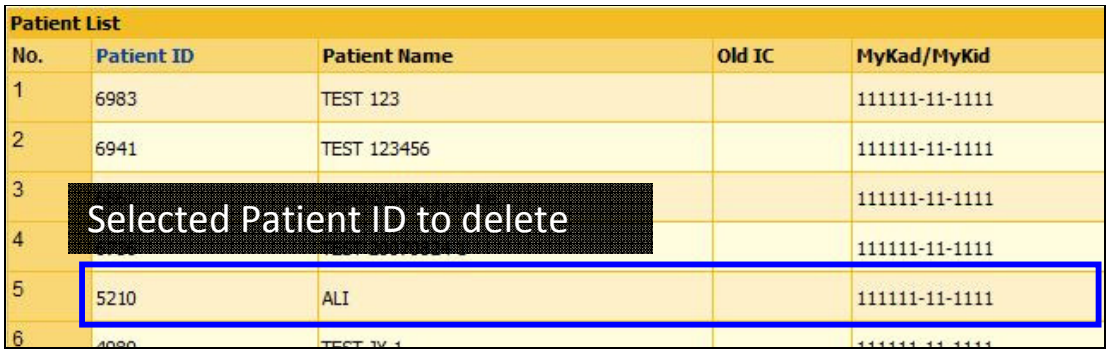

Send
To...
Cc...
Account
Subject:
Request to Delete
Email to: amirah@malaysianheart.org
OR gunavathy@malaysianheart.org
I'd like to request for deletion of ACS Notification ID 10214 as there was an error during saving progress causing duplication of notification. (please change accordingly)
Patient details as below:
SDP: Hospital ... (please change accordingly)
Patient Name: Mariammah Palaniappan (please change accordingly)
MyKad: 123456-78-9023 (please change accordingly)
Patient ID: 17866 (please change accordingly)
Notification ID: 10214 (please change accordingly)
AutoLesion ID: 234 (if required)
Reason for deletion: Notification duplication due to error (please change accordingly)

Details to include in email:

1) SDP
2) Patient Name
3) MyKad
4) Patient ID
5) Notification ID/ Lesion ID
6) Reason for deletion

b. Request to Delete Patient ID

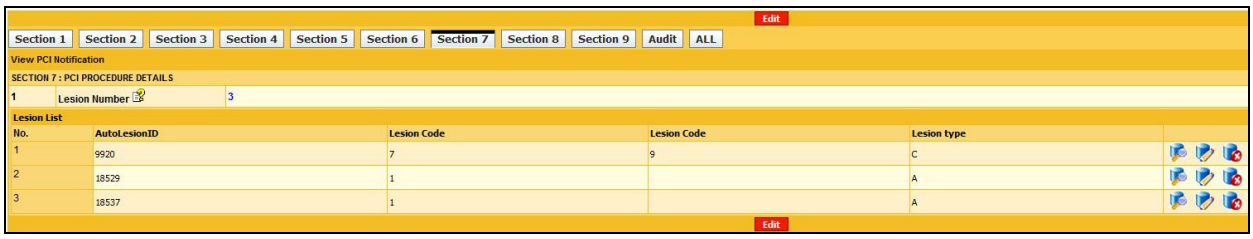
Each patient registered in the registry web is given **one unique Patient ID** throughout the country. This is where ***patient verification*** steps are important to avoid duplication of Patient ID. Below example of Patient ID duplication where few Patient IDs share the same MyKad number:



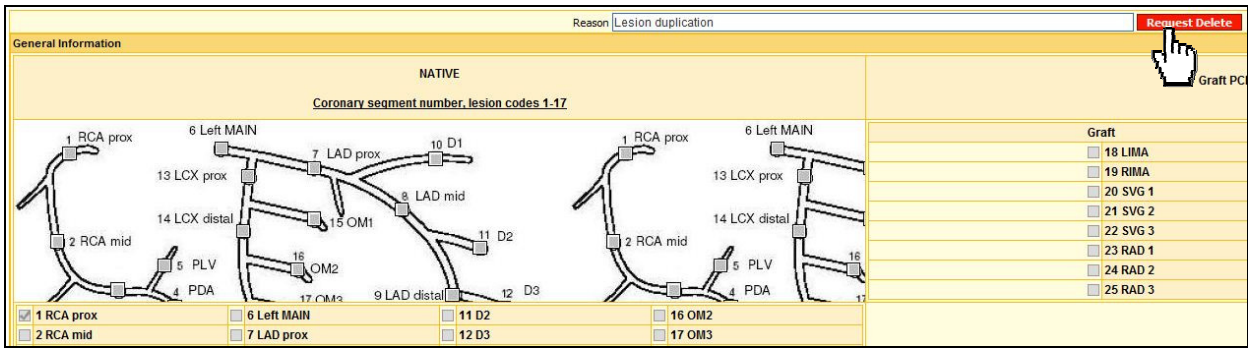
1. Please follow the steps shown in ***'Request to Delete Notification'***
2. Email to the NCVD RCC for further action. Please refer to the standard email.

c. Request to Delete Lesion (PCI)

1. To request delete lesion, go to ***Section 7*** and select the appropriate lesion to delete.



2. Click on and the next page will show where you have to state your *reason* for request to delete. Next click on 'Request Delete' button

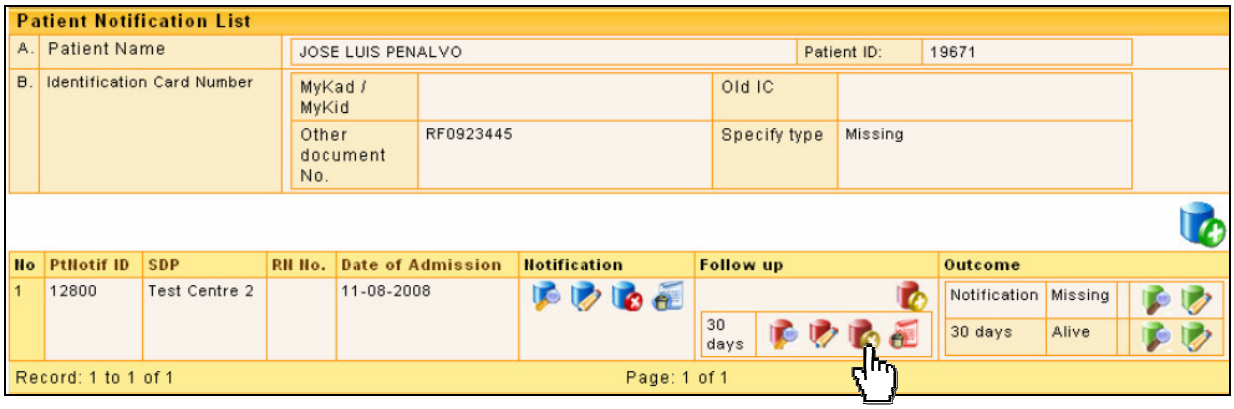


3. Next page will show the particular lesion is **dimmed** with no option to update. *Please contact the NCVD RCC if you need to **undo** your request to delete (eg. mistakenly clicked on the button)*

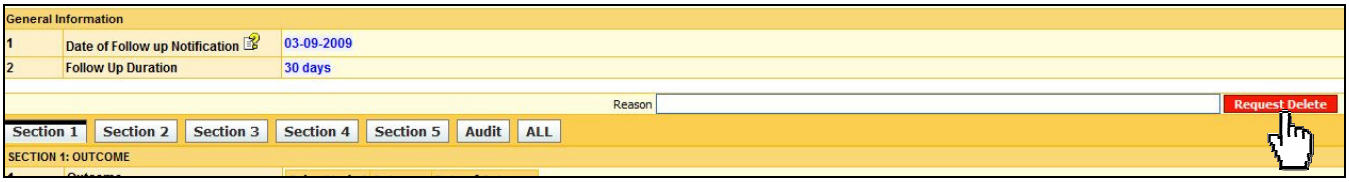
AutoLesionID	Lesion Code	Lesion Code	Lesion type
9920	7	9	C
18529	1		A
18537	1		A

c. Request to Delete Follow Up

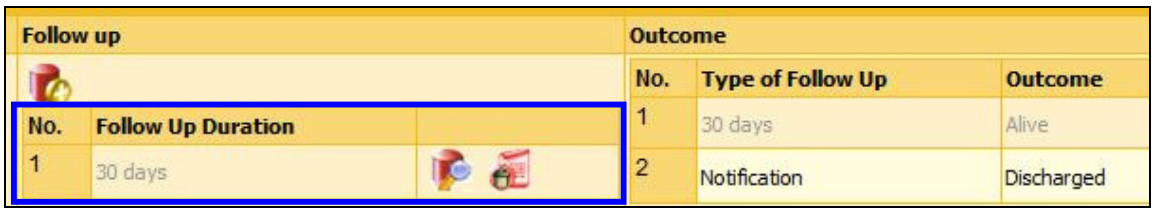
1. To request delete follow up, identify the correct notification and click on icon in the 'Follow up' column



2. State your reason to delete follow up and click on ‘Request Delete’



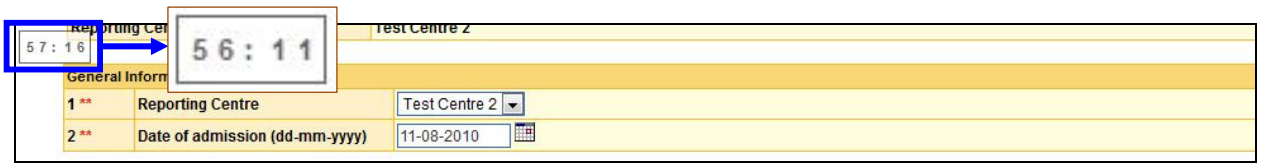
3. Next page will show the particular Follow Up is **dimmed**, to indicate that user has requested to delete this follow up



Notification Form

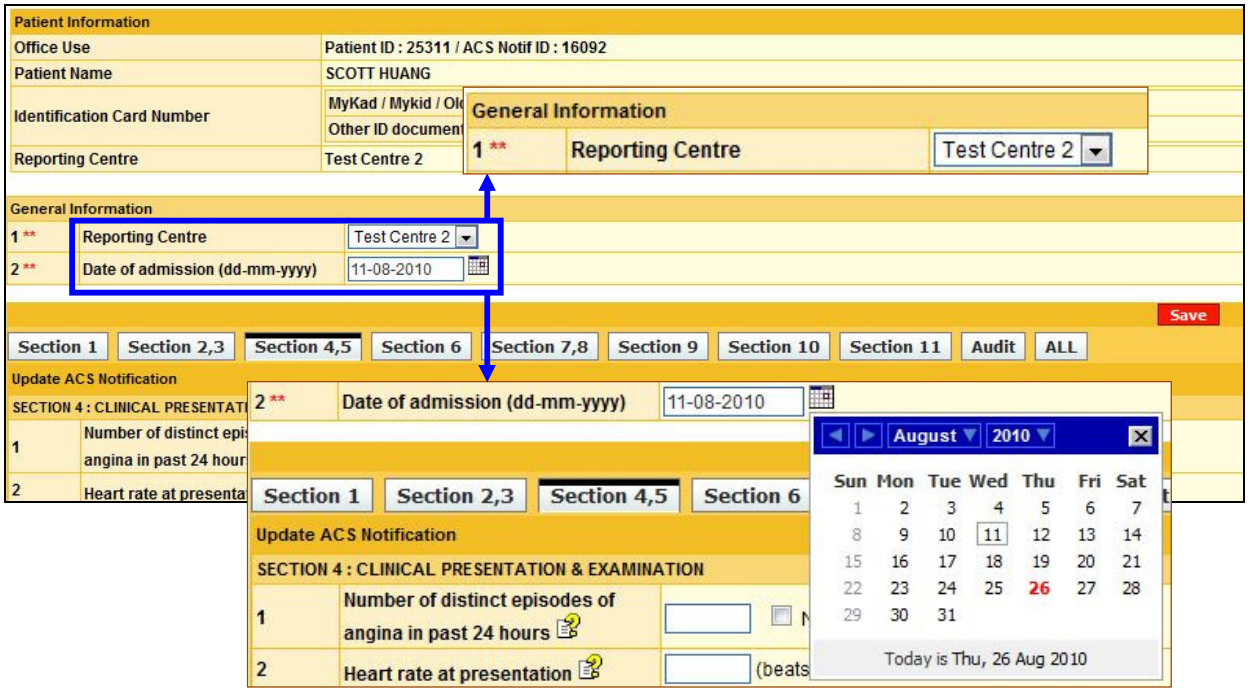
Before entering data, please make sure that the ‘Name of Reporting Centre’ is the NAME OF YOUR CENTRE. **Calendar** button is available to add the admission date. **Date of admission** is default to current date. **PLEASE CHANGE THE DATE ACCORDINGLY**.

*Remember that if the application is left idle for more than **60 minutes**, the application will be logged off automatically. The timer is displayed at the top left of the page viewed and counts down the 60 minutes as shown below:*



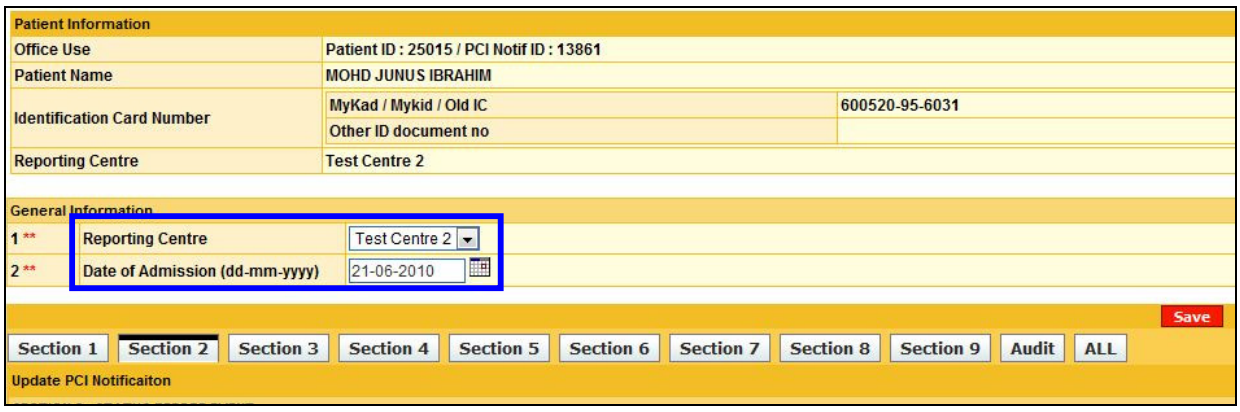
ACS Notification

The notification form consists of **11 different sections** that need to be filled in. **Section 1 is compulsory to be filled in.** Complete all sections (Section 1 to 11) and click 'Save'.



PCI Notification

The notification form consists of **9 different sections** that need to be filled in. **Section 1 is compulsory to be filled in.** Complete all sections* and click 'Save'.



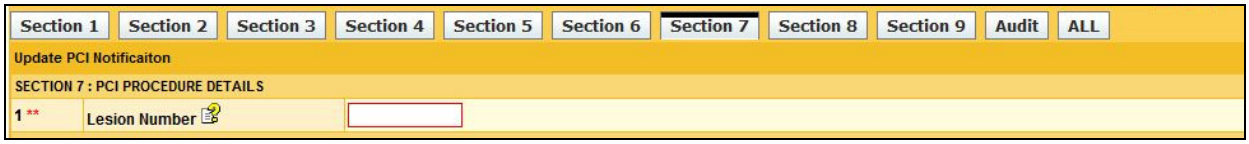
*** For PCI, the notification form needs to be filled in the following order:**

1. Section 1 until Section 6
2. Followed by Section 8 and Section 9
3. Go back and fill in for Section 7 – fill in details for **EVERY LESION** treated

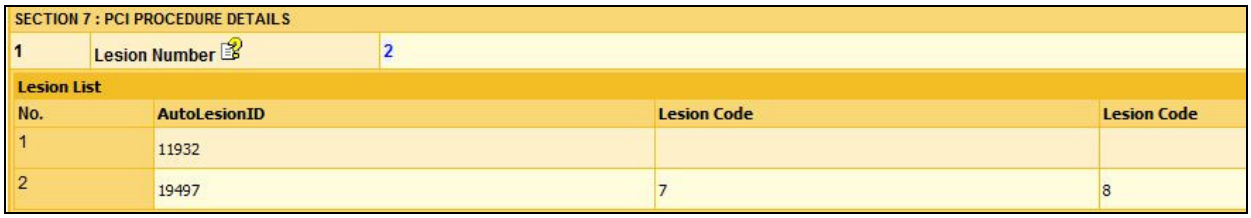
PCI Notification – Lesion (Section 7)

a. Add Lesion

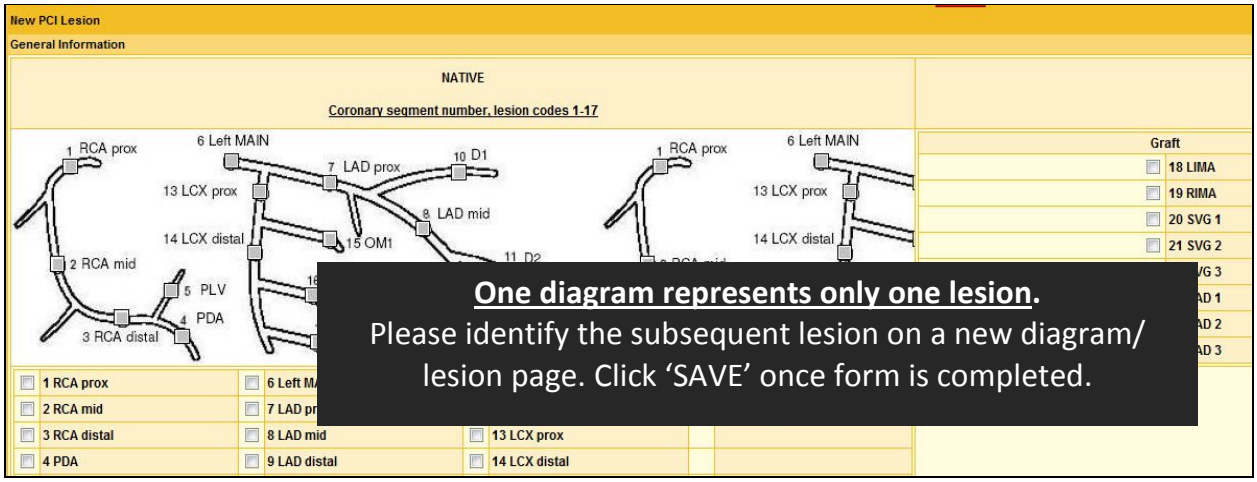
1. For **Section 7 PCI Procedure Details**, please fill in the 'Lesion Number' and click on 'Add Lesion'



2. Once done, AutoLesion ID will be generated in the PCI Lesion List below according to the 'Lesion Number' keyed in. **One AutoLesion ID represents one lesion**

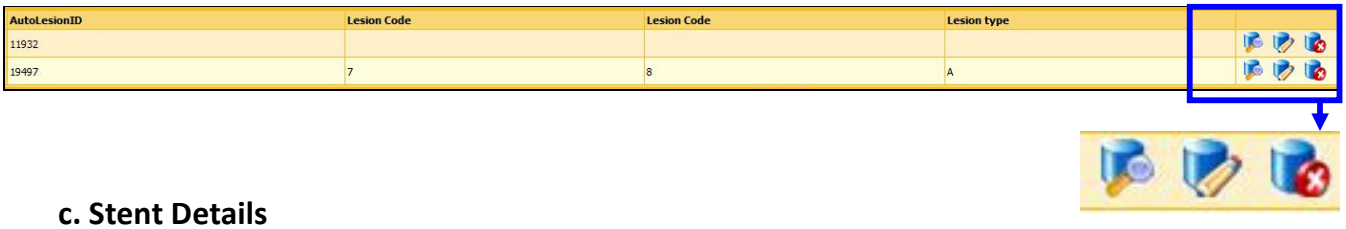


3. **To add new lesion**, simply click on 'Add Lesion'. Lesion page will appear as below:



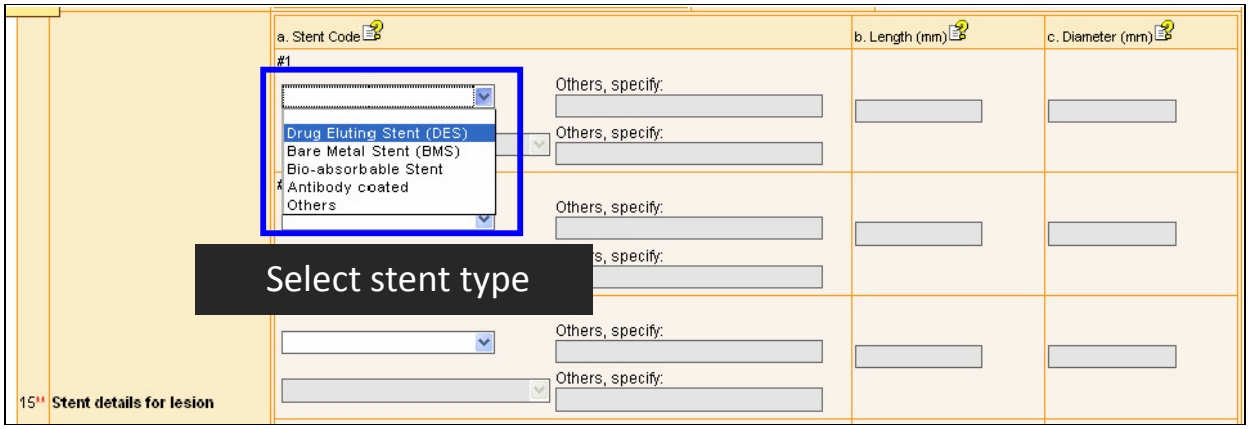
b. Add or Edit Info on Lesion

1. To add or edit information on lesion, go back to the **PCI Lesion List (Section 7)** and click on

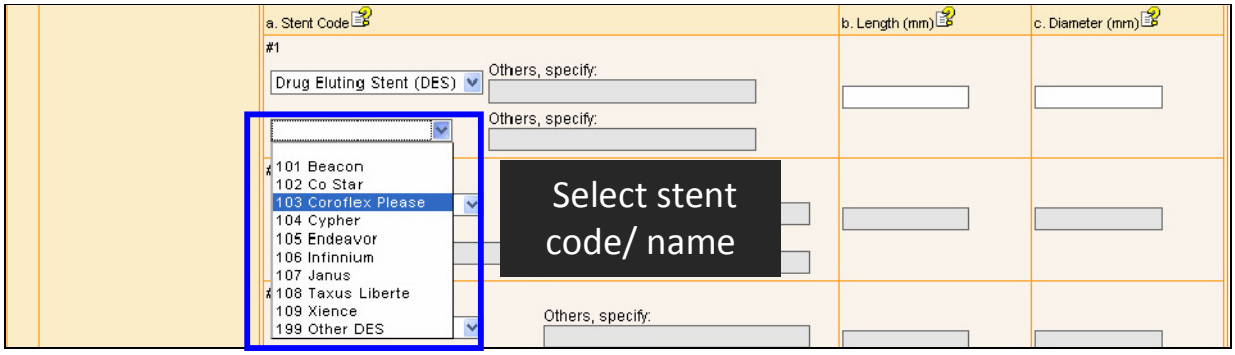


c. Stent Details

1. **Stent details for lesion** – choose stent type from the 'Stent Code' drop-down box as shown below:



2. Once stent type is specified, pick the stent code/ name from the subsequent drop-down box. Pick option 'Others' if you cannot find the stent code/ name in the list available, and specify accordingly

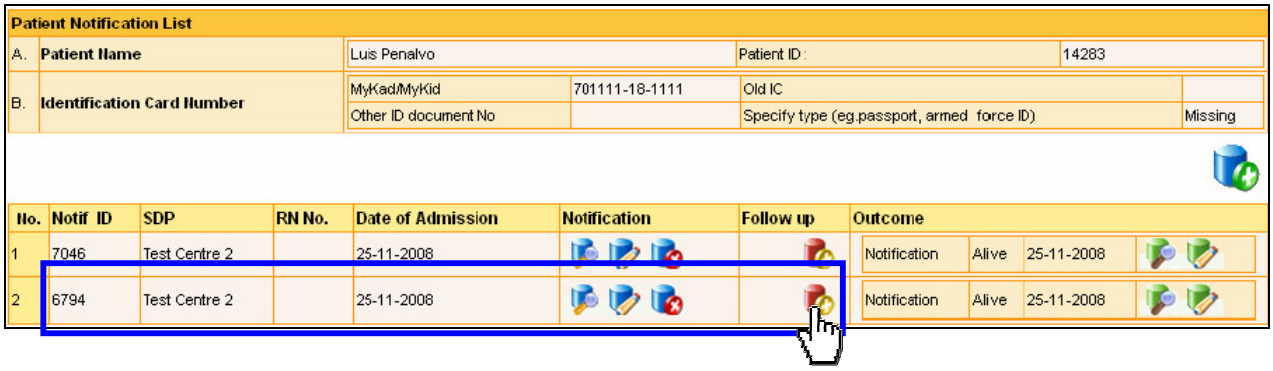


Follow Up Forms

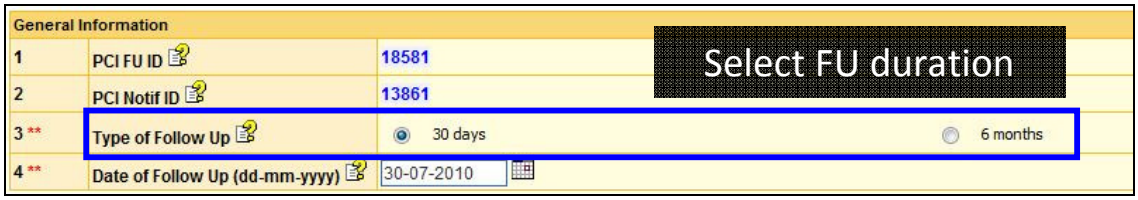
PCI Follow Up (30 days, 6 months or 12 months)

Add Follow Up

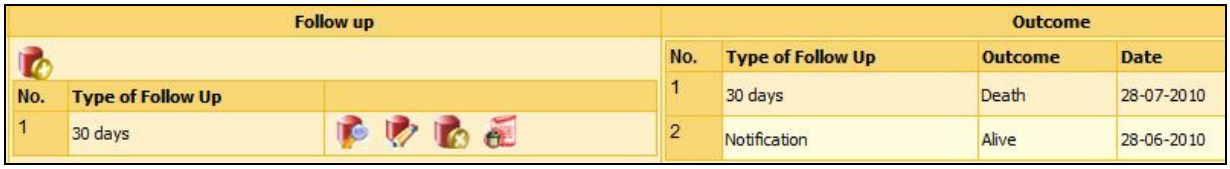
1. Select which patient notification that you wish to add follow up and click on the follow up icon



2. Determine the follow up duration: 30 days, 6 months or 12 months? Fill in accordingly and click on 'Save' button once completed entry


General Information
1 PCI FU ID 18581
2 PCI Notif ID 13861
3 ** Type of Follow Up 30 days 6 months
4 ** Date of Follow Up (dd-mm-yyyy) 30-07-2010
Select FU duration

3. Next page will show the follow up has been added to the notification

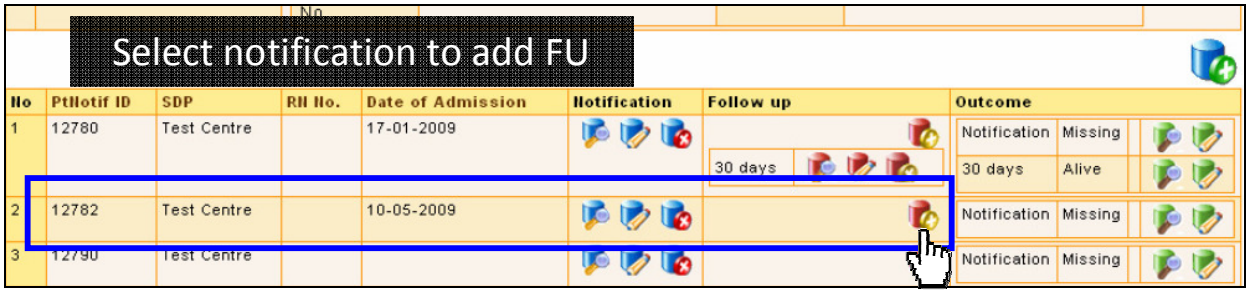


Follow Up Forms

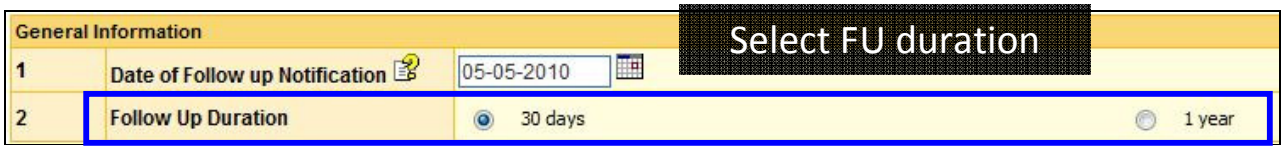
ACS Follow Up (30 days or 1 year)

Add Follow Up

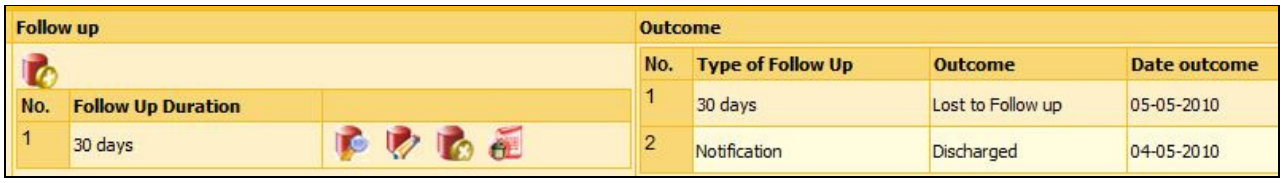
1. Select which patient notification that you wish to add follow up and click on the follow up icon



2. Determine the follow up duration: 30 days or 1 year? Fill in accordingly and click on 'Save' button once completed entry



3. Next page will show the follow up has been added to the notification



Common problem

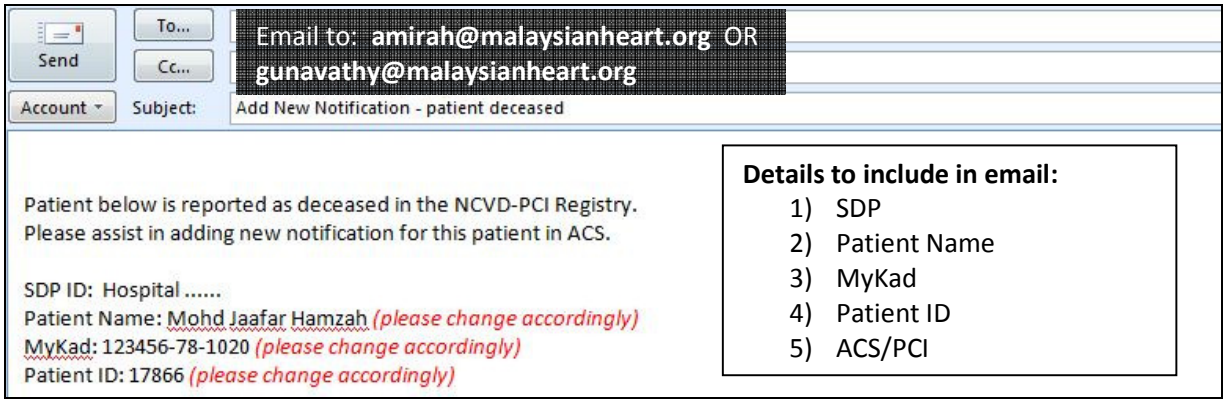
Unable to Add Notification (for ACS & PCI)

Normally user will face this problem if patient is recorded as '**Died**' in the system and user tried to enter **retrospective** data. There won't be any icon to add notification.

What do you need to do?

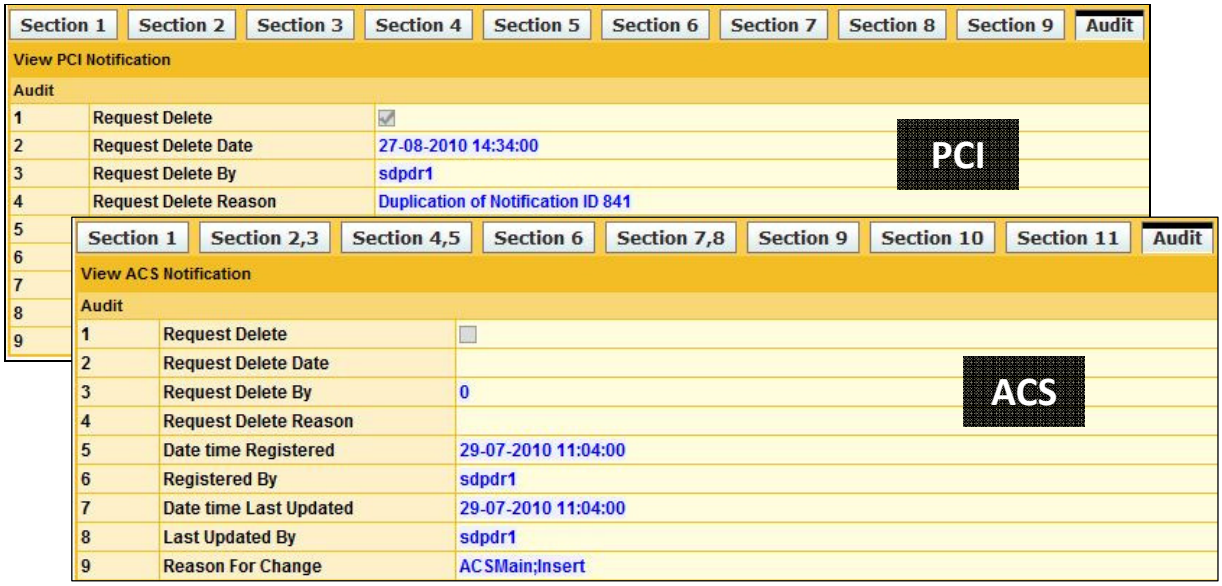
Contact or email to the NCVD RCC with the required details and we will guide you on the next step.

Standard email to the NCVD RCC to address this matter:


Send
To...
Cc...
Account
Subject:
Email to: amirah@malaysianheart.org OR gunavathy@malaysianheart.org
Add New Notification - patient deceased
Patient below is reported as deceased in the NCVD-PCI Registry.
Please assist in adding new notification for this patient in ACS.
SDP ID: Hospital .....
Patient Name: Mohd Jaafar Hamzah (please change accordingly)
MyKad: 123456-78-1020 (please change accordingly)
Patient ID: 17866 (please change accordingly)
Details to include in email:
1) SDP
2) Patient Name
3) MyKad
4) Patient ID
5) ACS/PCI

Audit

This section is useful to keep track of the last person who did the changes to the information.



Icons & functions

Different icon represents different functions:

Icon	Function
	To show number of notification
	To Add New record
	To View existing record
	To Edit/ Update record
	To Request to Delete record

Icon	Function
	To show record has been requested to be deleted
	To Add Follow Up
	Calendar icon
	Instant data definition
	Mandatory field

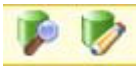
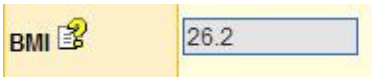
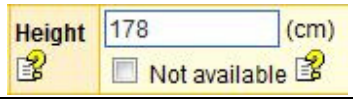
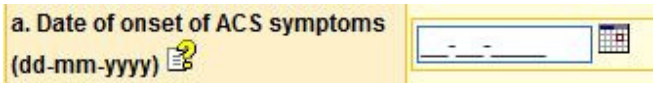
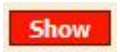
Different color to differentiate time frame	Description
Blue	Buttons for Notification
Red	Buttons for Follow Up
Green	 Buttons for Outcome

Figure	Function
	Non-editable text box
	Editable text box, requires manual data entry
	Drop-down box - select input from the list provided
	Manually enter data or pick from the calendar provided
	To view all records that fulfill the criteria entered
	To show all records (ignoring any criteria entered)

Helpdesk support

For assistance in completing your application for access or if you experience technical difficulties while using the web application, including problems related to data entry; please contact:

NCVD Registry Coordinating Centre (RCC) Personnel

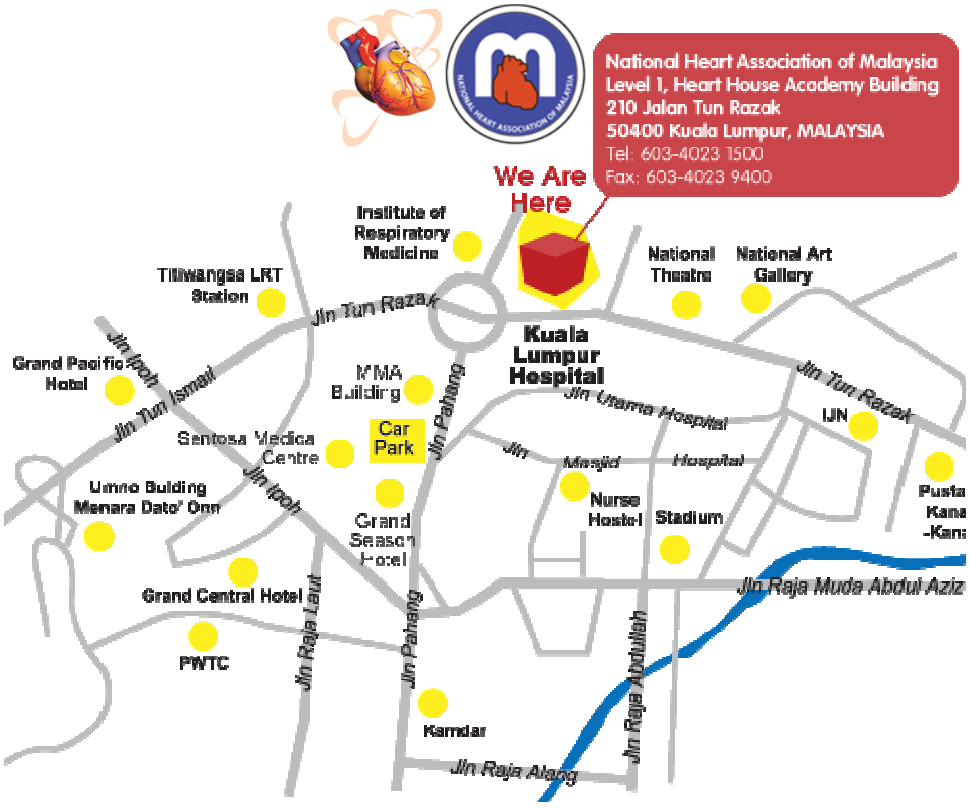
S Gunavathy Selvaraj (Registry Manager) Email: **gunavathy@malaysianheart.org**
Noor Amirah Muhamad (Registry Associate) Email: **amirah@malaysianheart.org**

The NCVD Management Office

Contact 03-4023 1500

Fax 03-4023 9400

Address **National Cardiovascular Disease Database (NCVD)**
c/o National Heart Association of Malaysia (NHAM)
Heart House, First Floor, Medical Academies of Malaysia
210 Jalan Tun Razak, 50400 Kuala Lumpur, MALAYSIA



Notes

Note:
The NCVD User's Manual for NCVD-ACS & PCI Registry Web Application is subject to future amendments for better quality of the NCVD.

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Prepared by: NCVD Management Team, May 2011
Strictly for training purposes only